

# University of Louisville Control Self Assessment

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O = Observation  
T = Testing (insert w/p ref)  
I = Inquiry

Please return to Audit Services by email to: [jmart10@louisville.edu](mailto:jmart10@louisville.edu)

Name of person(s) who completed this document:

- 1 = Always
- 2 = Sometimes
- 3 = Never

		1	2	3	N/A	Comments / Hyperlink
	<b>PROCUREMENT CARDS</b> <a href="http://louisville.edu/procard/policies">http://louisville.edu/procard/policies</a>					
1.	Are ProCards maintained in a secure manner, either in a locked location or in the cardholder's possession at all times?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
2.	Does the cardholder prepare the transaction log as soon as the purchase is made?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
3.	Does someone who does not use the card, reconcile the bank statement to the transaction log, original receipts, and PeopleSoft?  <a href="http://louisville.edu/procard/policies/approver-responsibilities">http://louisville.edu/procard/policies/approver-responsibilities</a> <a href="http://louisville.edu/procard/policies/reconciler-responsibilities">http://louisville.edu/procard/policies/reconciler-responsibilities</a>					
4.	Are the receipts or transaction tracking records adequate to identify what was purchased (including the detailed receipts from restaurants and retail merchants)?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
5.	Are all transactions conducted by the authorized cardholder or a designated user?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
6.	Are all purchases in accordance with the University's policy governing procurement card purchases?  <a href="http://louisville.edu/procard/policies/approver-responsibilities">http://louisville.edu/procard/policies/approver-responsibilities</a>					

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7.	Is the cardholder familiar with procedures to dispute unauthorized charges?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
8.	When a card is given to someone other than the cardholder, is the date borrowed and date returned recorded, and is the borrower required to sign the record?  <a href="http://louisville.edu/procard/policies/cardholder-responsibilities">http://louisville.edu/procard/policies/cardholder-responsibilities</a>					
	<b>PAYROLL</b> <a href="http://louisville.edu/finance/payroll/policies">http://louisville.edu/finance/payroll/policies</a> <a href="http://louisville.edu/finance/payroll/atozpayroll">http://louisville.edu/finance/payroll/atozpayroll</a>					
9.	Does an individual not involved with payline data entry review payroll reports and initiate needed error corrections?  Name: _____					
10.	Does an employee who is not authorized to review and approve time sheets perform the payline data entry?  Name: _____					
11.	Is there a process in place to promptly report terminated students, staff, and faculty to payroll?  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Separations.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Separations.aspx</a>  <a href="http://louisville.edu/it/departments/enterprise-security/information/when-employees-leave-the-university">http://louisville.edu/it/departments/enterprise-security/information/when-employees-leave-the-university</a>					
12.	Is there a process in place to disable terminated employees' access to department servers and/or computer programs and to collect all department keys, procurement/credit cards, University ID cards (Campus Card), and any other assets the employee may have (cell phones, laptop computers, storage media)?					

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	<a href="https://louisville.edu/security/policies/policies-standards-list/iso-ps007-user-accounts-and-acceptable-use">https://louisville.edu/security/policies/policies-standards-list/iso-ps007-user-accounts-and-acceptable-use</a>					
13.	Are the hours reported by employees recalculated before the hours are entered into PeopleSoft pay line?					
14.	Is there a process for monthly employees to report vacation, sick or other time off promptly?  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Annual%20Leave.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Annual%20Leave.aspx</a>  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Sick%20Leave.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Sick%20Leave.aspx</a>					
15.	Is compensatory time earned or taken reported promptly to Payroll?  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Overtime.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Human%20Resources/Overtime.aspx</a>					
16.	Are payroll time card/sheets given to the payroll data entry employee by the supervisor who approved the employees' time?					
<b>EXPENSES/PURCHASE REQUISITIONS</b>						
17.	Do all faculty and staff prepare their own travel expense reimbursement vouchers?					
18.	Is the business purpose, names of attendees and date recorded for all "entertainment" expenditures? (The IRS defines entertainment as events with social components or with food and beverage served. This information must also be recorded for events paid with procurement cards.)  <a href="http://louisville.edu/finance/controller/acctops/travel/entertainmentpolicy">http://louisville.edu/finance/controller/acctops/travel/entertainmentpolicy</a>	X				
19.	Are all travel reimbursement request forms supported with original receipts (when a receipt is required), signed by the traveling staff or faculty and by a manager or supervisor?  <a href="http://louisville.edu/finance/controller/acctops/travel/travelpolicy">http://louisville.edu/finance/controller/acctops/travel/travelpolicy</a>					

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20.	Is the Purchasing Department consulted before personal service contracts are signed?  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business%20Services/Personal%20Service%20Contract.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Business%20Services/Personal%20Service%20Contract.aspx</a>					
21.	Are authorized signatures obtained for all contracts entered into by the department? (Expense AND revenue producing contracts)					
<b>Information Technology</b>						
22.	Does the unit have a designated Tier 1 representative? Name: _____					
23.	Does the department/unit maintain a server or operations program outside the IT department? (For example, patient accounting software, specialized software needed for research).					
24.	If yes, is the data backed up daily, with full system back-ups performed weekly and monthly?					
25.	Is back-up media stored off-site in a secure location? (Note: Storing the media at an employee's home or vehicle is not acceptable as a secure location).					
26.	Is there an annual test of back-ups media, via a full system restore?					
27.	Is data stored on individual PC hard drives?					
28.	Are PC hard drives backed-up and the back-ups stored in a secure location? (We recommend all mission critical files be stored on the University's servers, not on individual PC hard-drives).					
29.	Is anti-virus software installed and operating on all PCs and handheld devices?  <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Protection%20from%20Malicious%20Software.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Protection%20from%20Malicious%20Software.aspx</a>					
30.	Is anti-virus software routinely updated with current virus definitions?					

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	<a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Protection%20from%20Malicious%20Software.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Protection%20from%20Malicious%20Software.aspx</a>					
31.	Are operating system patches regularly updated?					
32.	Are all staff and faculty familiar with the Information Security policies and guidelines? <a href="http://louisville.edu/security/policies/policies-standards-list/policies-standards-index">http://louisville.edu/security/policies/policies-standards-list/policies-standards-index</a>					
33.	Are staff and faculty aware of the dangers and University policy on sharing computer passwords? <a href="http://louisville.edu/security/policies/policies-standards-list/iso-ps001-information-security-responsibility">http://louisville.edu/security/policies/policies-standards-list/iso-ps001-information-security-responsibility</a> <a href="http://louisville.edu/security/policies/policies-standards-list/iso-ps008-passwords">http://louisville.edu/security/policies/policies-standards-list/iso-ps008-passwords</a>					
34.	Are computers and devices with sensitive data encrypted? <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Encryption%20of%20Data.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Information%20Technology/Encryption%20of%20Data.aspx</a>					
	<b>Reconciliations</b> <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Account%20Reconciliations.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Account%20Reconciliations.aspx</a> <a href="https://louisville.edu/research/spa/training/reconciliation-sponsored-research-accounts-audit-preparedness">https://louisville.edu/research/spa/training/reconciliation-sponsored-research-accounts-audit-preparedness</a>					
35.	Are monthly reconciliations performed on all general ledger speedtypes, procurement card bank statements, deposits to cash receipts, and all other transactional records?					
36.	Is the staff member performing the reconciliation prohibited from authorizing or initiating financial transactions?					

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37.	Is source documentation, such as invoices, receipts, requisitions, payroll reports or committee minutes approving scholarships or stipends, used for the reconciliation or verification? (Note: QuickBooks or another shadow accounting system is NOT source documentation. If your department is using a shadow system a second reconciliation between the shadow system and original source documentation should be performed at least monthly.)					
38.	Are unused speedtypes (including expired grants) reviewed at least quarterly to ensure unauthorized or erroneous transactions have not been posted?					
39.	Are departmental speedtype listings reviewed annually to ensure all speedtypes assigned to a department actually “belong” to the department?					
40.	Are reconciling items identified and followed-up for corrective action or to ensure timing differences resolve automatically?					
41.	Are all reconciliations in writing, signed and dated by the person performing the reconciliation?					
42.	Are all reconciliations reviewed at least quarterly by the department/unit head who signs and dates the reconciliations as evidence of the review?					
<b>CASH RECEIPTS CONTROLS</b>						
43.	Are responsibilities for collection and deposit preparation functions are segregated from those for recording cash receipts and general ledger entries?					
44.	Are people who handle cash closely supervised?					
45.	For payments received by mail, is a log maintained that lists the date of receipt, amount of the payment, payor, and purpose of the payment?					
46.	Is a copy of all checks received made and kept with the departments records in a secure location?					
47.	Are pre-numbered receipts are issued for all payments received in person?					

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48.	Are pre-numbered receipts are created in duplicate and the receipt copies properly retained?					
49.	If a receipt is voided, are all copies of the receipt retained with the receipt book?					
50.	Only checks payable to the University are accepted.					
51.	Checks are restrictively endorsed upon receipt. <a href="http://louisville.edu/bursar/Employeeres/cashcontrolspolicy">http://louisville.edu/bursar/Employeeres/cashcontrolspolicy</a>					
52.	Cash is always secured when unattended (including end of shift, lunch, bathroom breaks), in a safe or locked file with access restricted.					
53.	Someone independent of cash receipts process regularly reconciles the mail payment log to actual cash collections.					
54.	Reconciliation of cash includes agreeing the deposits recorded on PeopleSoft to the log (or check copies), records from the credit card processing company, lock box records, and receipts.					
55.	All cash receipts are deposited with no funds being held back for change, petty cash, etc.					
56.	Cash receipts are not used to cash employee or student checks.					
57.	Cash receipts are deposited with the Bursar's Office no later than 3 business days after receipt (more frequently for large deposits), directly to the bank account, to sponsored program accounting, or the development office as required. <a href="http://louisville.edu/bursar/Employeeres/cashcontrolspolicy">http://louisville.edu/bursar/Employeeres/cashcontrolspolicy</a>					
58.	The Bursar's Office deposit receipt is compared to the deposit records to ensure all funds were properly deposited and recorded in PeopleSoft. <a href="https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Cash%20Receipt%20-%20Deposit%20Handling.aspx">https://sharepoint.louisville.edu/sites/policies/library/SitePages/Finance/Cash%20Receipt%20-%20Deposit%20Handling.aspx</a>					

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59.	Have all bank accounts and petty cash funds been approved by the Controller's Office? <a href="https://louisville.edu/finance/controller/policies/pettycash">https://louisville.edu/finance/controller/policies/pettycash</a>					
60.	Is the department aware of and compliant with petty cash policy? <a href="https://louisville.edu/finance/controller/policies/pettycash">https://louisville.edu/finance/controller/policies/pettycash</a>					
<b>Management Oversight and Review</b>						
61.	Management regularly reviews the reconciliations performed in the department. This includes cash receipts to deposits, general ledger, and procurement card receipts to statements.					
62.	Visible indicators of management reviews (such as handwritten initials and dates) are evident on reconciliation and other reports.					
63.	Are significant differences identified during reconciliations investigated and reported by someone not involved in the transactions?					
64.	Has the department developed policies and procedures that identify how processes are to be performed and monitored and who is responsible for carrying them out?					
65.	Have all staff and faculty received training on the Compliance Helpline? <a href="http://louisville.edu/compliance/ico/hotline">http://louisville.edu/compliance/ico/hotline</a>	X				
<b>Records Management</b>						
66.	Does the department keep sensitive and important records in a secure location?					
67.	Are records retained and disposed in accordance with university guidelines? <a href="http://library.louisville.edu/archives/records-management/retention">http://library.louisville.edu/archives/records-management/retention</a>					

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68.	Does the department have written business continuity plans? (Defined as how the department will operate in the event of prolonged emergency events for example, the flooding that occurred in August 2009).					